



# USAID | AFGHANISTAN

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**Solicitations open to:** Afghan Nationals Only  
**Position Title:** Project Management Specialist (Budget)  
**Type of vacancy:** Single  
**Opening date:** March 27, 2016  
**Closing date:** April 10, 2016  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-10  
**Vacancy announcement #:** USAID/306/16/28/ODG

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as **Project Management Specialist (Budget)** under a personal services contract, as described in the attached solicitation.

## **BASIC FUNCTION OF THE POSITION:**

The Project Management Specialist (Budget) serves as member of the Office of Democracy and Governance (ODG) and works under direct supervision of ODG Director and Deputy Director. This position mainly focuses on overall program and budget management at ODG.

The incumbent is responsible for designing, managing and evaluating multi-million dollar USAID initiatives promoting democracy and governance that are politically viable, cost effective, and respond effectively to areas of greatest need and potential. The incumbent serves as program manager, agreement/contracting officer representative (A/COR), and ODG's professional specialist with particular emphasis on program management as well as financial and budget management. Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services to support effective program implementation.

The incumbent also assumes primary responsibility for defining, achieving, and reporting on results from USAID Democracy & Governance (DG) development projects. The incumbent provides assistance to the development and management of the DG office programs, supports the program information system, prepares necessary program implementation documents, and assists the technical staff at the Mission in various planning, implementation, and reporting functions.

The incumbent is responsible for monitoring financial aspects of all DG projects and is expected to liaise with the technical teams as well as the Office of Financial Management (OFM), Office of Program and Project Development (OPPD), and Office of Acquisition and Assistance (OAA) to ensure adequate funds are available to support programming and used appropriately. The incumbent provides technical guidance on USAID procedures and accounting control requirements to the technical teams and implementing partners as necessary.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

1. The incumbent manages democracy assistance activities in one or more of the following areas: Civil Society and Media, Good Governance and Stabilization, Elections and Political Processes, and Rule of Law and Anti-Corruption.

2. The incumbent serves as Activity Manager on behalf of the Agreement/Contracting Officer Representative (A/COR) for selected USAID's DG projects in Afghanistan.
3. The incumbent assists with the development and management of all ODG programs, including financial, technical, and results reporting on baseline and periodic performance targets.
4. The incumbent assists ODG's AORs/CORs in reviewing activities for compliance with U.S. laws, USAID regulations and policies, international law, and bilateral international agreements between the U.S. Government (USG) and the Government of the Islamic Republic of Afghanistan (GIROA).
5. The incumbent analyzes and reports on those aspects of democracy assistance activities at the sub-national level relating to democracy and good governance. Using published and unpublished sources, and, where necessary, conducting research of a qualitative and/or quantitative nature, assess the impact of new developments and interventions regarding democracy assistance in assigned areas.
6. The incumbent assists with the preparation of program reports such as the Operational Plan (OP), Performance Plan and Report (PPR), Performance Management Plan (PMP) indicators on a quarterly or as needed basis. Appraise program performance by comparing actual levels of achievement or progress against program targets.
7. The incumbent performs financial analyses; prepare the financial accounting and reporting aspects of project design and implementation documents.
8. The incumbent participates in the Mission Portfolio Review as well as participate in activity implementation review sessions, team meetings and other portfolio activities as determined appropriate providing financial input as needed.
9. The incumbent works as part of the ODG Program Support Team to advance DG program activities in Afghanistan.

The incumbent will also serve as focal point for all procurement requests and Global Acquisition and Assistance System (GLAAS) requisitions for modification from the technical teams. S/he will work with the team members to address any adverse pipeline issues.

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

**Education:** Bachelor degree in development, business, international affairs, economics, or closely related field is required. (Bachelor's degree must be obtained at the time of application.)

**Work Experience:** A minimum of five years of work experience in areas which demonstrate knowledge about the local conditions and capacities of Afghanistan, and experience which demonstrates increasing responsibility for managing, analyzing, coordinating, and guiding significant analytical and monitoring aspects of project financial management efforts with governmental, non-governmental, an international firm or donor agency is required. (Full level experience requirement must be met at the time of application).

**Language:** Level IV (Fluent) speaking/reading English and Level IV (Fluent) speaking/reading Dari and/or Pashtu is required. (English language ability will be tested).

**Knowledge:** A thorough knowledge and understanding of the democracy and governance activities, project financial management as well as political situation in Afghanistan is required. A thorough understanding of the structure of USAID programming policies, regulations, procedures and documentation; and of the objectives, methodology combined with bilateral and multilateral assistance programs is strongly preferred.

**Skills and Abilities:** The incumbent must have the ability to obtain, analyze and evaluate a variety of data and to organize/present it in a concise written and oral form; independently plan, develop, manage and evaluate important and complex programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. The incumbent must have a demonstrated ability to work cooperatively and as a team. The candidate must have experience in working with wide and diversified groups of people. The employee will need to manage his/her workload on a daily basis.

#### **HOW TO APPLY:**

Applicants are requested to submit a complete application package which must include all required documents to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a **Subject line: Project Management Specialist – Budget (ODG 1628)**.

**ANY/ALL application submissions after the closing date of April 10, 2016 will not be considered.**

#### **REQUIRED DOCUMENTS:**

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) as a Locally Employed Staff (DS-174)**  
[http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html) and/or  
<http://www.state.gov/documents/organization/136408.pdf>.
3. **A current resume or a curriculum vita that provides the same information found on the DS-174 form.**

**(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS-174 will be required in order to advance in the process.)**

#### **Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female candidates are strongly encouraged to apply.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**